

ZONING ADMINISTRATOR & CODE ENFORCEMENT OFFICER (PT), Town of Chesapeake City. Seeking professional, personable and capable individual to join our team. Performs professional work promoting, facilitating, and coordinating planning, zoning, and development activities for the Town as well as enforcing all Town codes and ordinances. Position is part-time and is expected not to exceed 8 hours/week. Must be willing to work occasional evenings. Minimum qualifications include High School diploma or G.E.D equivalent; and three years of relevant experience in a municipal setting; or an equivalent combination of training and experience. The full job description is available below. **Send cover letter and resume via email to s.edwards@chesapeakecity-md.gov or mail to Town of Chesapeake City, 108 Bohemia Ave., Chesapeake City, MD 21915 by 4:00 p.m. on January 2, 2015. PLEASE NO PHONE CALLS. EOE.**

JOB DESCRIPTION

TITLE OF POSITION: Zoning Administrator & Code Enforcement Officer

TYPE OF POSITION: Part-Time Employee (as needed, not to exceed 8 hrs/wk)

EFFECTIVE DATE: _____

DESCRIPTION OF WORK

General Statement of Duties: Performs professional work promoting, facilitating, and coordinating planning, zoning, and development activities for the Town as well as enforcing all Town codes and ordinances. This position has the overall responsibility to administer the Chesapeake City Comprehensive Development Zoning Ordinance and all other Town Ordinances as written and does not have authority to deviate from the Ordinances.

Supervision Received: Works under the general and technical direction of the Town Manager.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

- Reviews applications for variances, conditional use permits, subdivisions and zoning changes; prepares recommendations to the Planning Commission, the Historic District Commission, Town Manager; and/or Town Council consistent with the Town Codes.
- Coordinates assistance on planning and zoning issues with contracted Town Engineers, the County Department of Permits & Inspections, and state and federal agencies as necessary.
- Reviews zoning certificate applications and site plans in accordance with the Comprehensive Development Ordinance, issues building permits for new residential construction, remodels, additions, garages, and other miscellaneous items, and forwards applicable requests to the Planning Commission.
- Serves as the Floodplain Administrator and performs duties in accordance with the Town's Floodplain Management Ordinance.
- Initiates inspections, either as a complaint or on an observation basis. When responding to complaints, follow-up should occur within 2 business days of the date that the complaint was received and sooner if the complaint is of an urgent nature.
- Initiates enforcement proceedings when code violations occur; prepares letters and/or contacts property owners by phone; refers to Town Attorney if unresolved; and, appears in court for prosecution of Town, County or State Statutes.
- Meets with property owners to resolve conflicts with neighbors.
- Answers general questions regarding legal descriptions, floodplain, zoning, and general community information.

- Maintains all necessary records for day-to-day activities and permanent files.
- Attends Planning Commission, Historic District Commission, Board of Appeals, and Town Council meetings as necessary; prepares agenda items pertaining to building, development, change of use, and variance requests and prepares other information as requested by the Town Manager or Planning Commission; and takes minutes for the Planning Commission.
- Issues parking violations and coordinates enforcement of violations with the Town's Police Commissioner.
- Makes suggestions/recommendations on proposals to amend Ordinances.
- Prepares a variety of correspondence, agendas, reports and updates.
- Prepares public hearing notices for local papers and prepares articles as directed.
- Performs other duties as delegated by the Town Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the laws, statutes, and ordinances of the State of Maryland, Cecil County and Town of Chesapeake City as they relate to enforcement of Town Codes.
- Working knowledge of industrial, residential, and commercial property development. Working knowledge of the government processes and services.
- Considerable ability to communicate effectively and diplomatically both orally and in writing with state and federal agencies, private businesses, elected officials, community volunteers, potential developers, Town staff, and the general public including formal presentations.
- Considerable ability to perform mathematical calculations, to analyze data, and to prepare reports.
- Considerable ability to represent the Town and negotiate outcomes desirable to the Town.
- Considerable ability to safely operate a motor vehicle to attend meetings and visit properties.
- Considerable ability to operate various types of office equipment including, but not limited to a telephone, calculator, copier/printer, and computer - including working knowledge of Microsoft Office Suite.
- Considerable ability to see to inspect properties and plans.

MINIMUM QUALIFICATIONS

- High school diploma or G.E.D equivalent; and three years of experience, pertinent code enforcement experience involving public contact in a municipal setting; or an equivalent combination of training and experience.
- Completion of a probationary period of not less than six months and sufficient to demonstrate the required knowledge, skills and abilities.
- Valid MD driver's license or equivalent out of state license and a registered vehicle with proof of current insurance.

PHYSICAL & ENVIRONMENTAL CONDITIONS

- Work requires no unusual demand for physical effort.
- Work involves risks or discomforts, which require special safety precautions, e.g., working around moving parts, machines, operation of motor vehicles. Employee may be required to use protective clothing or gear such as masks, gowns, coats, goggles, boots and gloves; may require working in adverse weather conditions.
- The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.